

**Park Towers**  
**Meeting Minutes of the Board of Directors**  
**August 20, 2013**

**Board Present**

Mike Fuess – President  
Dahl Rask – Vice President  
Leilani Bailey – Treasurer

**Management**

Kelli Jones- Provisional Community Manager List on file

**Guests**

**Board Absent**

Mike VanKley - Secretary

**1. Call To Order / Roll Call**

The meeting was called to order at 6:39 PM, which was held in the lobby office at Park Towers, 280 Island Ave., Reno, NV 89501. With three of the four Board Members present a quorum was established.

**2. Membership Open Forum – Agenda Items Only**

None

**3. Appointment of New Board Member**

The appointment of a new Board Member was postponed.

**4. Approval of Minutes**

*Dahl Rask made a motion to approve the July 16, 2013 Minutes. Leilani Bailey seconded the motion which carried unanimously.*

**5. Acceptance of Financial Statements**

*Leilani Bailey made a motion to approve the June 2013 financials, pending the yearend audit. Dahl Rask seconded the motion which carried unanimously.*

**A. Bank Statements Reviewed**

It was noted by Management that all Board members have received copies of the bank statements through June 2013.

**B. 2012 Financial Statement Audit – Approval**

*Leilani Bailey made a motion to approve the 2012 Financial Audit prepared by Gene Clawson CPA. Dahl Rask seconded the motion which carried unanimously.*

**6. Maintenance – Dave Tyrer/Management**

**A. Emergency Repair/Maintenance Report**

Maintenance reported that a new Drain Pipe had to be installed on the outside of the building. The deck of unit 1802 has been grinded down and now needs to be prepped for re-coating. Unit 302's deck is next in line to be grinded down.

## **7. Unfinished Business:**

### **A. Association Owned Units/ Prep for Rental- Status**

Management reported that unit #404 has been rented and the memorandum of lease is in process with the Attorney. Unit #507 is still vacant. The Board asked Maintenance to clean the motor to the HVAC system in the unit.

### **B Full Reserve Study - Bids**

Bids were opened and reviewed. *Dahl Rask made a motion to accept Robert Saylor's proposal in the amount of \$5,800.00 pending a reference check by Management. Mike Fuess seconded the motion which carried unanimously.*

### **C. 16<sup>th</sup> Floor Restoration - Bids**

Bids were opened and reviewed. *Dahl Rask made a motion to contribute \$1,000.00 to the project. Mike Fuess seconded the motion which carried unanimously.*

### **D. Lobby Tile Sealing**

Management was instructed to have Maintenance purchase and seal the tile in the lobby.

### **E. Balcony Railings Replacement - Status**

Forbes Engineering presented a proposal for the repair work needed. *Dahl Rask made a motion to accept the proposal from Forbes Engineering in the amount of \$136,300.00. Mike Fuess seconded the motion which carried unanimously.*

## **8. New Business**

### **A. Review of the Rules & Regulations**

This item was postponed until the next meeting.

### **B. Collection Policy - Adopt**

*Mike Fuess made a motion to adopt the revised Collection Policy. Dahl Rask seconded the motion which carried unanimously.*

### **C. Bulletin Board Policy - Adopt**

This item was postponed until the next meeting.

### **D. Security Camera Policy – Adopt**

This item was postponed until the next meeting.

## **9. Management Report**

Management reported that unit #606 still needed repairs to her wall completed. The owner, Management and a new Contractor were going to meet later in the week.

## **10. Membership Correspondence**

### **A. Cigarette Butts Being Thrown From the Building**

The owner of unit #302 wrote a letter complaining about all of the cigarette butts that have been thrown from the building, in one case causing damage to their patio furniture. The Board asked Management to once again post flyers warning the residents of the consequences of throwing anything from their balconies or out of their windows.

**11. Membership Open Forum – Any Other Items:**

The owner of unit 1202 suggested that the Association make it a point to collect a new Owner Info sheet every time a new tenant moves into the building, and to also require the owner to supply the new tenant with a set of the Rules & Regulations. The Board responded that it is a rule already that every time a new tenant moves in the owner is supposed to turn in a new info sheet, and give the tenant a set of the Rules & Regulations.

**12. Adjournment:**

There being no further business to discuss at this time, ***Mike Fuess made a motion to adjourn the meeting at 9:25PM. Leilani Bailey seconded the motion which carried unanimously.***

Respectfully Submitted,

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Kelli Jones  
Recording Secretary

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Michael VanKley  
Board Secretary